

**Work Plan Workbook**  
**Tobacco Prevention and Control Program**  
**State Fiscal Year 2005: July 1, 2004-June 30, 2005**

The Washington State Department of Health Tobacco Prevention and Control Program has developed the workbook for use by community, school, tribal and statewide disparities contractors as they develop their work plans for State Fiscal Year 2005, which runs from July 1, 2004 to June 30, 2005. The workbook describes all required and optional activities available to contractors and is consistent with the program's web-based reporting system CATALYST (Community Action on Tobacco evALuation sYSTem).

# **Workbook Overview**

## **Purpose**

The Washington State Department of Health Tobacco Prevention and Control (TPC) Program intends this “Work Plan Workbook” to be used by community, schools, tribal and statewide disparities contractors to help develop their work plans for State Fiscal Year (SFY) 2005.

The workbook describes all approved activities for community, tribal, statewide disparities, and school-based Tobacco Prevention and Control Programs. All activities are consistent with activities in the TPC Programs web-based reporting system CATALYST (Community Action on Tobacco evALuation sYSTem). The work plans for the new fiscal year will be available on CATALYST on January 10, 2004. Required activities for each type of contractor are indicated in the workbook.

## **Workbook Outline**

For each available activity, the following information will be provided in the workbook:

### **Activity Name and Number**

A brief explanation of what is meant by this activity, including what approaches contractors have used in the past.

### **Outputs/Use to Report in CATALYST**

Typically, the primary target audience numbers to be reported in CATALYST are identified here. Suggestions for recording secondary audience counts are included. Contractors are also advised to use journal entries to provide a summary of the activity including date, people involved, key decisions, or important findings about successes and barriers.

### **Recommended Audiences:**

In an effort to be strategic, we recommend that you consider who is the appropriate target audience and why. Audiences that have an asterisk (\*) by them represent pre-set audiences that are available in CATALYST. Use the CATALYST audience attribute lists (Appendix II) to further define sub-populations for your community

### **Desired Outcomes**

A brief description of what attitude or behavior change would be expected as a result of the activity (perhaps in conjunction with other, similarly focused, activities).

### **Evaluation Tool(s) Available**

When applicable, a description of evaluation tools available to measure achievement of outcomes is provided, including CATALYST tools or other tools. Unless otherwise specified, tools or surveys identified are available through CATALYST.

### **Associated Benchmarks or Statewide Measures**

Baseline measures for relevant outcomes, or benchmarks from the first year of state-level implementation, are provided.

### **Related Activities from the Work Plan Menu**

For community-based approaches, “companion” activities or other activities within the work plan menu that help achieve the same outcomes are identified. This is not

necessary for school-based programs, due to the nature of their work plan framework.

**Rationale to Support the Activity**

When possible, literature citations or other references are provided to support the effectiveness of the activity.